

**Position Announcement**  
**Policy Analyst**  
**Washington State Senate Democratic Caucus**  
**Closing Date: May 7, 2014**

The Washington State Senate Democratic Caucus (SDC) consists exclusively of Democratic members of the Washington State Senate. Subject to existing staff assignments, the SDC will fill a policy analyst or counsel position addressing the operating budget and general taxes.

SDC staff value public service and are part of a professional staff that provides policy and strategic support to Democratic Senators.

**POSITION DESCRIPTION:** Work with analysts, attorneys and writers to help Democratic Senators develop legislation. Responsibilities include:

- Anticipate public policy challenges, explore options, and make recommendations.
- Consult with senators, citizens, interest groups, and government officials to find workable solutions to complex problems and advance a Democratic legislative agenda for individual members and the caucus as a whole.
- Draft legislation, amendments, strategy memorandums, and briefing papers.

**SALARY AND BENEFITS:** This full-time exempt position includes vacation, sick leave, paid state holidays, retirement, social security, health, life and other optional insurance. Salary depends upon qualifications and experience.

**SKILLS**

- Work under the pressure and time constraints of a legislative session
- Research and analyze complicated public policy issues
- Research laws and professional literature
- Work in teams as well as independently
- Be pro-active and self-directed
- Communicate clearly and concisely in writing and orally
- Handle multiple projects simultaneously
- Appreciate diverse viewpoints
- Think strategically, both short-term and long-term
- Deal with conflicting and fast-changing demands on your time and skills

**QUALIFICATIONS**

- Minimum of 5 years public policy or closely related work experience, including at least two years working with government budgets or Washington State tax policy
- Graduate degree in public administration, business administration, economics, law or other relevant field
- Knowledge of the legislative process

**TO APPLY:** Please submit by May 7, 2014, preferably by email:

1. Your resume
2. A letter of interest responding to items in this announcement, specifically discussion budgeting and/or tax experience
3. A list of references with current phone numbers

4. Recent samples of your writing (2 to 3 brief examples, no more than 5 pages each)

**TO:**

**Ruthie Zimmer  
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*The Washington State Senate is an equal opportunity employer. Persons with a disability who need assistance with their application or that need this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960. TTY users should first call 711 to access the [Washington Relay Service](#) or call (800) 833-6384.*